



Department
Division

Name
Title

Name
Title

Name
Title

Attachment #6

DATE

EMPLOYEE NAME (EMP ID)
CLASSIFICATION TITLE
DEPARTMENT

NOTE: This is usually the next step in progressive discipline. This is a severe reprimand and usually precedes formal discipline.

LETTER OF REPRIMAND

You are hereby reprimanded for violation of the following subsections of Rule 10, Section 10.2 of the County of San Bernardino Personnel Rules:

List actual sub-section of Section 10.2 that the employee violated. Write out the entire Personnel Rule. Example:

- a. Failure to meet reasonable work performance standards ad requirement.

Specifically, the reasons for this action are as follows:

List as appropriate, the reasons (the charges) for the Reprimand. Example:

- 1. From November 1, 2017, through November 30, 2017, you were tardy 22 times.

State the specific evidence that supports the reason (the charge). State the facts and be as specific and objective as possible. Answer the "Who, What, When, Where, Why (and if applicable How)"

Indicate when the employee was previously given instruction/expectation or had been previously trained or counseled. Indicate dates/times of prior verbal counseling and date(s) written documentation was issued to the employee.

BOARD OF SUPERVISORS

ROBERT A. LOVINGOOD
First District

JANICE RUTHERFORD
Second District

DAWN ROWE
Third District

CURT HAGMAN
Chairman, Fourth District

JOSIE GONZALES
Vice Chair, Fifth District

Gary McBride
Chief Executive Officer

LETTER OF REPRIMAND  
DATE

Outline for the employee the expected conduct moving forward. For example: "You are expected to arrive and be ready to work at 6:00 a.m." Additional language should be added to impress upon the employee the seriousness of the employee's actions.

Any further violations (failure to improve) may be cause for disciplinary action up to and including dismissal.

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\_\_\_\_\_  
**AUTHOR'S NAME**, Author's Title  
Author's Department

\_\_\_\_\_  
Date

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I acknowledge receipt of this Letter of Reprimand and understand that a copy will be placed in my personnel file.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

cc: Department Contacts (e.g. Mary Doe, Administrative Manager)  
Human Resources Officer (if appropriate)  
Department File (if appropriate)  
Official Personnel File (if appropriate)